



**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION**

**BID NUMBER
661017
PROCESS SERVICE
OPENING DATE: 10/18/2006**

BID REQUEST

Buyer No. 06

DAWN GURDA

414-223-8127

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT**City Campus
2711 W. Wells Street
5th Floor
Milwaukee, Wisconsin 53208

Bid Number 661017

Posting Date: September 27,
2006

Submission Date: 10/18/2006

Note: ALL BIDS/QUOTES/RFPs are to be downloaded from the Milwaukee County website <http://www.milwaukee.gov>**COMMODITY:**

PROCESS SERVICE

TIME AND PLACE:

Sealed bids for furnishing the following will be received at the office of the Milwaukee County Procurement Office, 2711 W. Wells Street, 5th Fl. Milwaukee, Wisconsin 53208 until 1:30 P.M. on. Bids will be opened and read the same day at 2:30 P.M. at the Procurement Division Office.

We agree to furnish the above according to your specifications, at prices hereon and according to conditions on this form.

ONLY CASH DISCOUNTS OF 30 DAYS OR MORE SHALL BE DEDUCTED IN DETERMINING THE LOW BIDDER

Cash discount for payment following acceptance of goods and receipt of invoice _____% _____ days.

Delivery shall be made not later than _____ work days after receipt of order. (FOB Destination) (Freight Included)

BIDS NOT MANUALLY SIGNED SHALL NOT BE ACCEPTED

Please print the following:

Firm Name _____

Address _____

City & State _____ Zip _____

Phone No. _____

Fax No. _____

Name/Title _____

Signature _____ Date _____

Email _____

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SPECIAL INSTRUCTIONS:

PROCESS SERVICE

PREVIOUS BID #631021

FURNISH THE FOLLOWING TO VARIOUS MILWAUKEE COUNTY DEPARTMENTS
AS DIRECTED FOR THE PERIOD OF 11-01-06 TO 10-31-07.

WORKERS MUST BE EMPLOYEES OF THE COMPANY AND NO INDEPENDENT
OR SUBCONTRACTORS WILL BE ACCEPTED. GUIDELINES MUST BE
ADHERED TO OTHERWISE BID WILL BE REJECTED.

BID NOTES:**DBE Participation**

Pursuant to Milwaukee County general ordinance, 32.25 (7) (d), notwithstanding any other provisions to the contrary, the purchasing administrator or designee shall have the authority when a contract is being awarded through the open market, informal, and formal bidding processes, (all other circumstances being equal), to award a contract to any Certified Disadvantaged Business Enterprise, (DBE), that has submitted a responsive, responsible bid, quote, or proposal that is not more than five, (5) percent higher than apparent low price/bid. This provision is limited to DBE firms certified by the Milwaukee County Community Business Development Partners Program, Dane County, City of Madison, and Wisconsin Unified Certification Program prior to the date prices are received.

Cooperative Purchase

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area?

Yes _____ No _____

Please be advised that the award of this bid by Milwaukee County is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

INSURANCE REQUIREMENTS**INDEMNITY**

EXCEPT FOR ACTS DONE OR TAKEN AT THE DIRECTION OF OR
PURSUANT TO COUNTY POLICY OR PROCEDURES, THE CONTRACTOR
AGREES TO THE FULLEST EXTENT PERMITTED BY LAW TO INDEMNIFY,

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DEFEND AND HOLD HARMLESS, THE COUNTY, AND ITS AGENTS
OFFICERS AND EMPLOYEES, FROM ALL LOSS OR EXPENSE INCLUDING
COSTS AND ATTORNEY'S FEES BY REASON OF STATUTORY BENEFITS
UNDER WORKERS COMPENSATION LAWS, AND/OR LIABILITY FOR
DAMAGES INCLUDING SUITS AT LAW OR IN EQUITY, CAUSED BY ANY
WRONGFUL, INTENTIONAL, OR NEGLIGENT ACT OR OMISSION OF THE
CONTRACTOR, OR IT'S (THEIR) AGENTS WHICH MAY ARISE OUT OF OR
ARE CONNECTED WITH THE ACTIVITIES COVERED BY THIS AGREEMENT.

INSURANCE

CONTRACTOR AGREES TO PROVIDE EVIDENCE AND MAINTAIN PROOF OF
FINANCIAL RESPONSIBILITY TO COVER COSTS AS MAY ARISE FROM
CLAIMS OF TORT AND/OR VICARIOUS LIABILITY ARISING FROM
EMPLOYEES. SUCH EVIDENCE SHALL INCLUDE INSURANCE COVERAGE
FOR WORKERS COMPENSATION CLAIMS AS REQUIRED BY THE STATE OF
WISCONSIN, INCLUDING EMPLOYERS LIABILITY, AND BUSINESS
INSURANCE COVERING GENERAL LIABILITY AND AUTOMOBILE COVERAGE
IN THE FOLLOWING MINIMUM AMOUNTS:

WORKERS COMPENSATION (WI) OR STATUTORY
PROOF OF ALL STATES COVERAGE

EMPLOYERS LIABILITY \$100,000/\$500,000/\$100,000

COMPREHENSIVE GENERAL LIABILITY

BODILY INJURY & PROPERTY DAMAGE \$1,000,000 PER OCCURENCE

(INCL. PERSONAL INJURY, FIRE

LEGAL & CONTRACTUAL & PRODUCTS/ \$1,000,000 GENERAL AGGREGATE
COMPLETED OPERATIONS)

AUTOMOBILE LIABILITY

ALL AUTOS AND/OR NON-OWNED

BODILY INJURY & PROPERTY DAMAGE \$500,000 PER ACCIDENT

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COUNTY SHALL BE NAMED AS ADDITIONAL INSURED, AS ITS INTERESTS MAY APPEAR, AND BE AFFORDED A THIRTY (30) DAY WRITTEN NOTICE OF CANCELLATION OR NON-RENEWAL. A CERTIFICATE INDICATING THE ABOVE COVERAGES SHALL BE SUBMITTED FOR REVIEW AND APPROVAL BY COUNTY FOR THE DURATION OF THIS AGREEMENT. COVERAGES SHALL BE PLACED WITH AN INSURANCE COMPANY APPROVED BY THE STATE OF WISCONSIN AND RATED "A" PER BEST'S KEY RATING GUIDE. ADDITIONAL INFORMATION AS TO POLICY FORM, RETROACTIVE DATE, DISCOVERY PROVISIONS AND APPLICABLE RETENTIONS, SHALL BE SUBMITTED TO COUNTY, IF REQUESTED, TO OBTAIN APPROVAL OF INSURANCE REQUIREMENTS. ANY DEVIATIONS, INCLUDING USE OF PURCHASING GROUPS, RISK RETENTION GROUPS, ETC., OR REQUESTS FOR WAIVER FROM THE ABOVE REQUIREMENTS SHALL BE SUBMITTED IN WRITING TO THE COUNTY FOR APPROVAL PRIOR TO THE COMMENCEMENT OF ACTIVITIES UNDER THIS AGREEMENT.

CERTIFICATE OF INSURANCE IS TO BE SENT TO THE MILWAUKEE COUNTY PROCUREMENT DIVISION, 2711 W. WELLS STREET MILWAUKEE, WI 53208

RENEWAL CLAUSE- "SAID CONTRACT WILL BE FOR A TERM OF ONE YEAR. THE CONTRACT MAY BE EXTENDED FOR AN ADDITIONAL TERM OF ONE YEAR UNDER THE SAME TERMS AND CONDITIONS UPON THE MUTUAL CONSENT OF THE COUNTY AND VENDOR, AND AT THE END OF SAID RENEWAL TERM AND UNDER THE SAME CIRCUMSTANCES, THE OPTION TO RENEW FOR ANOTHER YEAR TERM THEREAFTER MAY BE EXERCISED."

HOWEVER, 90 DAYS PRIOR TO THE EXPIRATION OF THE YEARLY TERM, THE VENDOR IS TO SEND A LETTER TO THE PROCUREMENT DIVISION STATING A WILLINGNESS TO RENEW.

THE AWARD OF THIS BID WILL BE MADE IN THE AGGREGATE TO THE

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LOWEST QUALIFIED BIDDER.

FIGURES IN PARENTHESES INDICATE APPROXIMATE YEARLY USAGE.

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000 COUNTY WIDE CITY CAMPUS .**001 M7085000001 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
BASIC SERVICE FEE-WITHIN MILWAUKEE COUNTY****PER SUCCESSFUL SERVICE.
ESTIMATED YEARLY USAGE 10,000
PER SPECIFICATION NO.:105.26280****\$ _____ EA**

000 COUNTY WIDE CITY CAMPUS .**002 M7085000002 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
RUSHES-FOR EXAMPLE, WITHIN 24 HOURS****WITHIN MILWAUKEE COUNTY
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280****\$ _____ EA**

000 COUNTY WIDE CITY CAMPUS .**003 M7085000003 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
MULTIPLE CASES - AND/OR PLEADING****WITHIN MILWAUKEE COUNTY. PRICE PER FIRST PAPER SERVED.
SECOND PAPER AND ADDITIONAL PAPERS SERVED AT NO CHARGE
ESTIMATED YEARLY USAGE 1,000
PER SPECIFICATION NO.:105.26280****\$ _____ EA**

000 COUNTY WIDE CITY CAMPUS .**004 M7085000004 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
PRICE FOR NONFOUND FOR TERMINATION****OF PARENTAL RIGHTS (TPR'S) ONLY WITHIN MILWAUKEE COUNTY
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.: 105.26280****\$ _____ EA**

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000 COUNTY WIDE CITY CAMPUS .

005 M7085000005 U/M EA REQUISITION #: RX10500000026280

**QTY: 0 PROCESS SERVICES
BASIC SERVICE-OUTSIDE OF MILWAUKEE COUNTY**

PER SUCCESSFUL SERVICE. WAUKESHA COUNTY (ALL CITIES AND LOCALITIES)

**ESTIMATED YEARLY USAGE 200
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .

006 M7085000006 U/M EA REQUISITION #: RX10500000026280

**QTY: 0 PROCESS SERVICES
BASIC NON SERVICE FEE OUTSIDE OF**

**MILWAUKEE COUNTY, TERMINATION OF PARENTAL RIGHTS (TPR'S) ONLY
WAUKESHA COUNTY (ALL CITIES AND LOCALITIES)**

**ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .

007 M7085000007 U/M EA REQUISITION #: RX10500000026280

**QTY: 0 PROCESS SERVICES
BASIC SERVICE FEE-WITHIN URBAN AREAS**

**OF THE FOLLOWING CONTINGENT COUNTIES: KENOSHA, OZAUKEE, RACINE,
WALWORTH, WASHINGTON.**

**NOTE: URBAN AREAS WITHIN CONTINGENT COUNTIES WILL INCLUDE, AT A
MINIMUM, THE FOLLOWING CITIES:**

**BURLINGTON, CEDARBURG, DELAVAN, GERMANTOWN, GRAFTON, KENOSHA, LAKE
GENEVA, MEQUON,
MENOMONEE FALLS, PORT WASHINGTON, RACINE AND WEST BEND.**

**ESTIMATED YEARLY USAGE 60
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

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BASIC NON SERVICE FEE FOR TERMINATION OF****PARENTAL RIGHTS (TPR'S) ONLY WITHIN AREAS
OF THE FOLLOWING CONTINGENT COUNTIES: KENOSHA, OZAUKEE, RACINE,
WALWORTH, WASHINGTON.
NOTE: URBAN AREAS WITHIN CONTINGENT COUNTIES WILL INCLUDE, AT A
MINIMUM, THE FOLLOWING CITIES:
BURLINGTON, CEDARBURG, DELAVAN, GERMANTOWN, GRAFTON, KENOSHA, LAKE
GENEVA, MEQUON,
MENOMONEE FALLS, PORT WASHINGTON, RACINE AND WEST BEND.****ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**009 M7085000009 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
RUSHES-OUTSIDE MILWAUKEE COUNTY,****WAUKESHA COUNTY
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**010 M7085000010 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
RUSHES- WITHIN AREAS OF THE FOLLOWING****CONTINGENT COUNTIES: KENOSHA, OZAUKEE, RACINE,
WALWORTH, WASHINGTON.
NOTE: URBAN AREAS WITHIN CONTINGENT COUNTIES WILL INCLUDE, AT A
MINIMUM, THE FOLLOWING CITIES:
BURLINGTON, CEDARBURG, DELAVAN, GERMANTOWN, GRAFTON, KENOSHA, LAKE
GENEVA, MEQUON,
MENOMONEE FALLS, PORT WASHINGTON, RACINE AND WEST BEND.****ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**011 M7085000011 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
RUSHES-RURAL AREAS WITHIN COUNTIES LISTED****IN ITEM 10 ABOVE
ESTIMATED YEARLY USAGE 6
PER SPECIFICATION NO.:105.26280**

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MULTIPLE CASES- AND/OR PLEADING SERVED****SIMULTANEOUSLY AT SAME ADDRESS ON SAME INDIVIDUAL OUTSIDE
OF MILWAUKEE COUNTY, WAUKESHA COUNTY (ALL CITIES AND LOCALITIES)
PRICES PER FIRST PAPER SERVED. SECOND PAPER AND ADDITIONAL PAPERS
SERVED AT NO CHARGE.****ESTIMATED YEARLYUSAGE 6
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**013 M7085000013 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
MULTIPLE CASES- WITHIN URBAN AREAS OF****THE FOLLOWING CONTINGENT COUNTIES: KENOSHA, OZAUKEE, RACINE, WALWORTH,
WASHINGTON,
PRICE PER FIRST PAPER SERVED, SECOND PAPER SERVED AND ADDITIONAL
PAPERS SERVED
AT NO CHARGE
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**014 M7085000014 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
MULTIPLE CASES- RURAL AREAS, WITHIN****COUNTIES LISTED IN ITEM 13 ABOVE. PRICE PER FIRST PAPER
SERVED - SECOND PAPER AND ADDITIONAL PAPERS SERVED AT NO CHARGE.
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**015 M7085000015 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
POST OFFICE ADDRESS CHECK****WITHIN MILWAUKEE COUNTY
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

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POST OFFICE ADDRESS CHECK OUTSIDE****OF MILWAUKEE COUNTY, WAUKESHA COUNTY (ALL CITIES AND LOCALITIES)
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**017 M7085000017 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
POST OFFICE ADDRESS CHECK-****WITHIN URBAN AREAS OF THE FOLLOWING CONTINGENT COUNTIES: KENOSHA,
OZAUKEE, RACINE, WALWORTH, WASHINGTON.
NOTE: URGAN AREAS WITHING CONTINGENT COUNTIES WILL INCLUDE, AT A
MINIMUM,. THE FOLLOWING CITIES: BURLINGTON, CEDARBURGH, DELAVAN,
GERMANTOWN, GRAFTON, KENOSHA, LAKE GENEVA, MEQUON, MENOMONEE FALLS,
PORT WASHINGTON, RACINE AND WEST BEND****ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**018 M7085000018 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
POST OFFICE ADDRESS CHECK****RURAL AREAS WITHIN COUNTIES LISTED IN ITEM 17 ABOVE
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**019 M7085000019 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
HOURLY RATE-FOR RUSH SERVICES TO ALL OTHER****COUNTIES IN THE STATE OF WISCONSIN NOT INCLUDING:
MILWAUKEE, WAUKESHA, KENOSHA, OZAUKEE, RACINE, WALWORTH AND WASHINGTON
ESTIMATED YEARLY USAGE 22
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

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MILEAGE RATE-FOR RUSH SERVICES****ALL OTHER COUNTIES IN THE STATE OF WISCONSIN NOT INCLUDING:
MILWAUKEE, WAUKESHA, KENOSHA, OZAUKEE, RACINE, WALWORTH AND WASHINGTON
ESTIMATED YEARLY USAGE 70
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**021 M7085000021 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
FLAT RATE-FOR RUSH SERVICES TO ALL OTHER****COUNTIES IN THE STATE OF WISCONSIN NOT INCLUDING:
MILWAUKEE, WAUKESHA, KENOSHA, OZAUKEE, RACINE, WALWORTH AND WASHINGTON
ESTIMATED YEARLY USAGE 2
PER SPECIFICATION NO.:105.26280**

\$ _____ EA

000 COUNTY WIDE CITY CAMPUS .**022 M7085000022 U/M EA REQUISITION #: RX10500000026280****QTY: 0 PROCESS SERVICES
PRICES TO FIRM FOR ONE YEAR.****STATE % OF INCREASE PER YEAR FOR SECOND & THIRD YEARS OF
CONTRACT. THESE PERCENTAGE INCREASES SHALL COVER ALL ITEMS INCLUDING
SUCCESSFUL SERVICES, NON SERVICE AND RUSH SERVICES.
STATE PERCENTAGE OF INCREASE PER YEAR FOR SECOND
AND THIRD YEAR OF CONTRACT
2ND YR _____ %
3RD YR _____ %****PER SPECIFICATION NO.:105.26280****000 COUNTY WIDE CITY CAMPUS .****023 M6980730010 U/M EA REQUISITION #: RX10500000026280****QTY: 1 TRANSPORTATION SERVICE
SURCHARGE****FUEL SURCHARGE
PER SPECIFICATION NO.: 105.26280**

\$ _____ EA

GENERAL DIRECTIONS FOR BIDDING

1. **How to Bid**
All Bids shall be submitted on the official form furnished by the *Procurement Division* and identified with the firm name and manually signed. Unsigned bids shall not be considered. If this form does not provide sufficient space, bidders shall attach a sheet supplying the additional information. This sheet shall also be signed as required above to properly identify attachments.
2. **How to Amend a Bid Before Due Date and Time**
After a bid has been filed at the *Office of the Procurement Division* and the bidder desires to amend this bid, he may do so before the due date and time by filing an amendment fully identified with the original bid submitted by number, commodity and opening date. All of the conditions and provisions of the Invitation to Bid shall be in effect. *This must be submitted before the date and time for receipt of bid as set forth in the Invitation to Bid. No bids or amendments shall be accepted after the bid opening date and time specified.*

TERMS AND CONDITIONS OF BID

1. **Award**
The *Purchasing Administrator* reserves the right to award a separate contract for each item unless otherwise specified in the bid; any group of items, or all items; or to reject any or all bids or any portion of any or all bids when, in the opinion of the *Purchasing Administrator*, the best interest of the County will be served thereby.
2. **Tie bids**
If there are tie bids, award shall be made in accordance with tie bid provisions as outlined in Chapter 32 of the Milwaukee County General Ordinances.
3. **Changes in specifications not permitted**
Do not change any of the terms of the specifications. Such changes shall constitute a counter offer. Any bids received with such changes shall be rejected.
4. **Execution of contract**
Successful bidder agrees to enter into contract with Milwaukee County and, when required, to furnish a performance bond of surety company authorized to do business within the State of Wisconsin in the amount specified on the Invitation to Bid, and to complete the affixing thereon of the necessary signatures of contractor and surety and return to the *Procurement Division* within fifteen working days of written request to do so.
5. **Delays in delivery**
Delays in delivery caused by bona fide strikes, government priority or requisition, riots fires, sabotage acts of God or any other delay deemed by the Purchasing Administrator to clearly and unequivocally beyond the contractor's control, shall be recognized by the County. The vendor may be relieved of meeting delivery time specified, if vendor files with *Purchasing Administrator* a request for extension of time, signed by a responsible official, giving in detail all the essential circumstances which, upon verification by the Purchasing administrator, Justifies such extension.
6. **Patents**
This order is given upon the condition that Milwaukee County is protected by the vendor against all liability, loss or expenses by reasons of any patent or trademark litigation now existing or hereafter instituted, arising out of any alleged infringement of patent or trademark on merchandise hereby ordered, or any part thereof.
7. **Non-Discrimination**
The contractor, lessee, purchaser, etc., agrees not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, or handicap, which shall include, but not limited to: recruitment or recruitment advertising; employment; upgrading; demotion or transfer; lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. A violation of this provision shall be sufficient cause for the County to terminate the contract, lease, order, etc. pursuant to County Ordinance 56.17 – Non Discriminatory Contracts.
8. **Delivery terms**
Bids shall include delivery costs to the specified delivery point, all transportation charges prepaid and borne by you.
9. **Taxes**
Milwaukee County is exempt from Federal Excise **Tax** and Wisconsin State Sales **Tax**. Bids should be submitted without such **taxes**.
10. **Code of Ethics**
Milwaukee County Code of Ethics states in part, “No person may offer to give to any County Officer or employee or his/her immediate family, and no County Officer, or employee or his/her immediate family may solicit or receive anything of value pursuant to an understanding that such officer's or employees' vote, official action or judgment would be influenced thereby.”
11. **New and Unused**
Bids not meeting the minimum requirements specified shall be rejected. All merchandise shall be new and unused unless specified in the specifications.
12. **Funding**
If funds are not appropriated for payment of this contract, Milwaukee County may terminate contract at the end of any fiscal year upon 30 days written notice without any early termination penalties, charges, fees or costs of any kind to Milwaukee County.
13. **Retention of Records**
Contractor agrees to retain all records related to this contract for a period of at least three years from final date of payment under this contract
14. **Audit of Records**
Contractor shall permit the authorized representatives of the County Auditor, after reasonable notice, the right to inspect and audit all data and records of contractor related to carrying out the contract for a period of up to three years after completion of the contract. If subcontractors and/or associates are utilized, prime contractor shall have a written contractual agreement with County approved subcontractors and/or associates which bind the subcontractor to the same audit contract terms and conditions as the prime contractor.

SECTION 32.20

(14) Computation of time limits expressed in hours or days shall exclude Saturdays, Sundays, and legal holidays.

32.26 PROTEST AND APPEAL PROCEDURE.

Protests to any sealed bid procurement or award recommended by the Purchasing Administrator may be made by any bidder and/or using department head as follows:

(1) Prior to Bid Opening:

- (a) Protests to form and content of bid documents shall be received by the Purchasing Administrator not less than five days prior to the time scheduled for bid opening. A protest shall be in writing and state the reason for it.
- (b) The Purchasing Administrator shall review protests and if modification is necessary, the bid opening date shall be extended and addenda containing the changes shall be sent to each bidder. If modification is rejected, the protestor shall be notified. The decision of the Purchasing Administrator is final.

(2) After Bid Opening:

- (a) Protests concerning irregularities on sealed bid opening procedures or compliance by bidders with bid documents shall be received by the Purchasing Administrator within 72 hours after time of bid opening
- (b) When a sealed bid is to be awarded to other than low bidder, all bidders shall be notified in writing by certified mail, return receipt requested, of the proposed award. Protests to the award must be delivered to the Purchasing Administrator within 72 hours after receipt of notice.
- (c) A Protest under either (a) or (b) must be in writing and state the reason for it. The Purchasing Administrator shall review the protest and notify the protestor of a decision in writing by certified mail, return receipt requested within five days. No contract shall be awarded while protest is pending. A protest, which is untimely, fails to state the reason for it or should have been made prior to bid opening, is invalid. The decision of the Purchasing Administrator disqualifying the protest for these reasons is final and cannot be appealed.

(3) Appeals to Purchasing Standardization Committee

- (a) Protests from decision of the Purchasing Administrator shall be made to the Purchasing Standardization Committee by delivering a written request for appeal hearing both to the Procurement Division and the Purchasing Standardization Committee within 72 hours after receipt of the Purchasing administrator's decision.
- (b) The request shall state the grounds upon which the protest is based and shall request an appeal hearing. No contract shall be awarded until final disposition of the protest.
- (c) The Chairman of the Purchasing Standardization Committee shall notify all interested persons of the time and place of the hearing.
- (d) The Purchasing Standardization Committee shall affirm, reverse or modify the decision of the Purchasing Administrator and its decision shall be final.

**Written appeals to the
Purchasing Standardization Committee
Shall be addressed as follow:**

**Purchasing Standardization Committee
C/O Milwaukee County Procurement Division
2711 W. Wells St, 5th Floor
Milwaukee, WI 53208**